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Publications Review Board

"Helping You Honor the Oath"

(U) FAQs – Contractor Resumes

Posted on April 22, 2015

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Below are some of the most common questions that the PRB receives about contractor resumes. Don't see your question here? Email us.

(U) My company requires that all employees post resumes on our internal company website. It is strictly for employees of my company and is not accessible to the general public. Do I still have to submit my resume for approval?

(U) Yes. Anytime a resume, biography, curriculum vitae, or other biographical document describing your experience and professional work history is posted to a non-secure, non-CIA controlled system or site – even if controlled with log in accounts and passwords – it requires PRB review and approval prior to being posted. If you are ever in doubt or have a question in this regard, please contact the PRB. We'll be happy to assist you.

(U) My colleague had specific language in their resume approved last year. But now you are disapproving that exact same language for me. Why is this?

(U//~~FOUO~~) There are multiple reasons why this might happen. One, you may be working under a different level contract than your colleague. Differing (b)(3) NatSecAct levels indicate different review criteria and standards to protect CIA equities. Two, periodically our review guidance and standards change to reflect CIA Directorate guidance to us, so our reviews will reflect that. Three, each person's career history is unique and resumes are reviewed individually as a reflection of that particular career. So

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while the language may be exactly the same, the context in which it is used and the work history surrounding it may indicate that the language cannot be used in your situation.

(U) You approved language for another colleague who is a staff employee. Why can they use it, but I can't?

(U) Sometimes information that may be appropriate for a staff employee to use is not appropriate for a contract employee. Likewise, there are things that contract employees can use or present in a resume that staff employees cannot. These criteria are dictated by contract terms, and classification guides.

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(U) You asked for my COTRs name and contact information. Why? If you contact my COTR, then he or she will know I might be looking for a job.

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(U//~~FOUO~~) The reason that we ask for your COTR information is so we can validate the your current contract as this directly impacts the review process. Also, we sometimes need to validate program specific details to determine if the work you are discussing in your resume is classified or not. It is not in any way intended to let your COTR know that you may be seeking other employment. While it may very well be a conclusion that your COTR comes to on his or her own, your COTR is prohibited from taking any action against you for preparing and submitting a resume for review – in fact, prepublication review of resumes is required by Agency regulations. As an aside, most companies now require their employees to prepare and keep an up-to-date resume posted on a company website, so this should not in any way indicate to your COTR that you may be having thoughts of leaving your current position.

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(U) How do I refer to the Agency as my customer or work location?

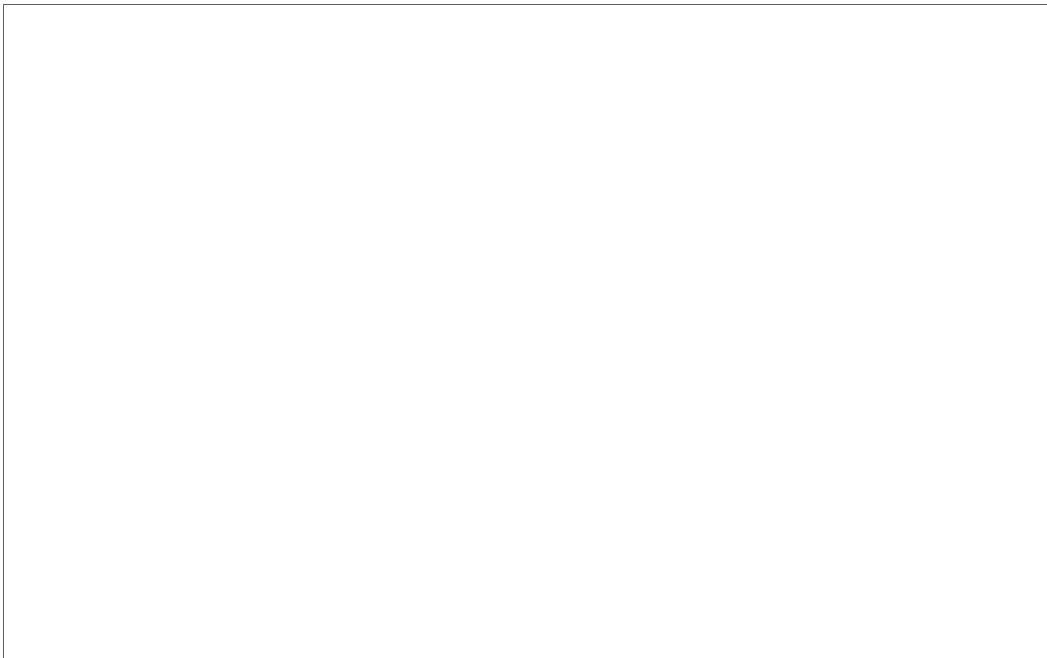
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(U) What can I say about my security clearance and polygraph? I'm sure there are restrictions there too, but I've received conflicting information from others.



(U) I submitted my resume to you three days ago. My co-worker told me you turn these around the same day. I don't want to rush you, but why is my resume review taking so long?

(U) There are many factors that impact the time it takes us to review a resume, but the main reason is the sheer volume of resumes and documents that we receive. Our small team receives hundreds of resumes consisting of several thousand pages every month. It simply takes time to complete a careful and comprehensive review of each document that we receive. Please give us as much lead time as possible to review your document because our responsibility is to protect CIA equities. If you have a specific deadline, please indicate it in your submission email, and we will do our best to meet it.

(U) Also, in some cases it is necessary for us to confer with other government entities such as the NSA, NRO, or DNI to obtain their review of your document prior to providing

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you with approval. Their review timelines and processes differ greatly from ours and will add time to the review process.

(U) I want to include references on my resume so that those interested in hiring me can talk to someone about my experience and accomplishments. What can I say?

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